

Background Information

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees established in the Federal Employees' Retirement System Act of 1986, which has been codified as amended largely at 5 U.S.C. §§ 8401-8479 (1994). It is managed by the Federal Retirement Thrift Investment Board (FRTIB).

The following disposition schedule relates to the records maintained by the FRTIB's Office of Investments (OI). OI is responsible for all functions concerned with the planning, development, and implementation of investment and interfund transfer policy for TSP monies in three separate funds (G, C, and F Funds). OI is responsible for providing investment advice with respect to all investment planning and policy matters impacting on TSP programs and operations, monitoring the investment of funds, and serving as the main point of contact for the asset manager in its relations with the Board. It also assists in procuring the asset manager.

Item No.	Description of Item and Proposed Disposition	Reports submitted by the asset manager (consisting of the earnings allocation, funds investment activity, and cash management records. (2/20/02)
1.	<p><i>Reports and other documentation relating to FRTIB Fund Investments</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
	<p>a. Paper copies.</p> <p><u>Disposition:</u> Cut off at the end of each calendar year. Destroy upon verification of microfilm.</p> <p>b. Microfilm copies.</p> <p><u>Disposition:</u> Cut off at the end of each calendar year. Destroy 30 years after cutoff or when no longer needed for administrative purposes, whichever is sooner.</p>	
2.	<p><u>Investment and Interfund Policy Records</u></p> <p>All background papers, including internal memoranda and decision documents, concerning the development and approval of investment and interfund transfer policy.</p> <p><u>Disposition:</u> Cut off files at the end of the calendar year. Destroy 30 years after cutoff.</p>	

These records include investment call confirmations with related documentation, reports of investment activity, estimate subsystem reports and other investment-related documents. (changed 10/31/01. KT)

3. Investment Subject Matter Files

All working papers produced by the Office of Investments, including internal memoranda, reports, decision documents, etc. maintained by subject matter.

Disposition: Purge annually. Destroy when 3 years old.

4. Investment Performance Reports (Quarterly and Monthly)

Summary reports containing information on investment performance for the ~~C, F, and G~~ Funds. The monthly report is submitted to the Executive Director and the quarterly report is submitted to the Board.

a. Office of Investments' copy.

Disposition: Cut off at the end of the calendar year. Destroy 10 years after cutoff.

b. Executive Director's copy.

Disposition: Cut off at the end of the calendar year. Destroy 3 years after cutoff.

c. Other copies maintained as reference files by other FRTIB offices.

Disposition: Cut off at the end of the calendar year. Destroy 1 year after cutoff or when no longer needed for reference, whichever is sooner.

5. Exception Processing (Interfund Transfers/Lost Earnings)

Case files on interfund transfers and lost earnings that were handled outside routine procedures. They include the initial incoming correspondence, Board letter to participant, instructions to NFC on how to handle the account, background documentation, and any other related material.

Disposition: Cut off closed cases at the end of the calendar year. Destroy 7 years after cutoff.

6. Correspondence Reading File

Copies of all internal and external correspondence and memoranda in chronological order that are sent from the Office of Investments. This file duplicates copies that are located in other files.

Disposition: Cut off at the end of the calendar year. Destroy 1 year after cutoff.

7. Call Sheets

Records that document the content of telephone conversations that OI staff has with participants concerning investments, interfund transfers, and lost earnings.

Disposition: Cut off files at the end of the calendar year. Destroy 1 year after cutoff.